



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #SC0517AN21

JUDICIAL OPERATIONS MANAGER

(Current permanent employees in a position within the Delaware Judicial Branch and who have completed their initial probationary period may apply)

Opening Date: 5/17/2021

Closing Date: 5/31/2021

Vacancy Exists

Salary: \$41,951.75 - \$49,355 (85% - Midpoint) Pay Grade 13

Recruiting For: Superior Court of Delaware

Location: Leonard L. Williams Justice Center, City of Wilmington (Please check this location on your application).

Nature and Scope: This position is the Department Head of the Problem Solving Courts Division and directly supervises other staff. The incumbent must be able to perform the duties assigned to the position while overseeing a very demanding, fast-paced work area. The position requires the incumbent to have knowledge of and/or the ability to perform a vast array of court-related responsibilities such as: Use Judicial Information Center (JIC), Delaware Criminal Justice Information System (DELJIS), Automated Sentence Order Project (ASOP) & Contexte.

Duties in this position include, but are not limited to, the following:

- Receiving and processing all referrals for Mental Health Court (MHC) and Veteran's Treatment Court (VTC).
- Facilitating monthly meetings with partners such as Probation, TASC, and the Commissioner.
- Maintain all MHC and VTC files.
- Maintain spreadsheets for all participants in MHC, VTC, Re-Entry, and Involuntary Commitments.
- Maintain and prepare statistics of all Problem Solving Courts to include entries, graduations, and terminations.
- Track recidivism rates based on specific parameters.
- Participate in conferences, classes, and meetings to coordinate and better serve the participants and community.

- Overseeing Involuntary Civil Commitments including uploading complaints, generating case captions, and scheduling events.
- Communicate with outside agencies including the DOJ, private attorneys, and hospitals such as Meadowood and Delaware Psychiatric Center.
- Overseeing the Court's docket that tracks individuals with pending competency evaluations and competency issues.
- Meet monthly with Judges and/or Commissioners to review the docket and provide specific case information.
- Organize and prepare for quarterly meetings with the President Judge to discuss individuals included in the "Special Needs Population."
- Monitor individuals in this population and perform updates when additional information is available.
- Oversee the Re-Entry Court and the offenders who are being released to the community from incarceration.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Three years experience in legal case flow management, which includes managing cases as they move through the legal process.
2. One-year experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. One-year experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. One-year experience in narrative report writing & statistical preparation.
5. Two years' experience in staff supervision, which includes planning, assigning, reviewing, and evaluating the work of others.
6. Ability to communicate courteously and effectively, both verbally and in writing.

Preferred Qualifications:

1. Prior knowledge, experience or education in a human services related field (i.e., criminal justice, psychology, social work).

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <https://dhr.delaware.gov/benefits/>.

Submitting Your Application:

Visit the website at <http://courts.delaware.gov/career/>. Click on "apply" next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: apps.superior@state.de.us (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850

Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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